

To Be Considered

Highly qualified candidates are invited to submit a statement of interest, comprehensive resume detailing their experience and a **completed Supplemental Questionnaire**. The Supplemental Questionnaire responses will be evaluated to determine if the candidate meets the desirable qualifications.

Each submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience and Desirable Qualifications sections of this recruitment.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Names of schools, colleges and universities attended, dates attended, degrees earned, and field of study.
- Verification of degree(s), licenses and certificates.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted on the resume and supplemental questionnaire to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. **Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Information Officer for consideration.**

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Resumes, received by **September 25, 2012**, will receive first consideration.

Electronic submittals are strongly preferred and should be submitted to:

ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of **Chief Deputy Director, CIO** in the subject line of your e-mail.

Confidential inquiries are welcomed and should be directed to:

PENNY TORRES

**Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 893-9770
Fax: (213) 613-4773**

Recruitment Services provided by



This announcement may be downloaded from the County of Los Angeles Website at:

<http://hr.lacounty.gov>

**The County of Los Angeles is an
Active Equal Opportunity Employer**



The County of Los Angeles

Invites Resumes

for

Chief Deputy Director, CIO (UC)

Restricted to Employees of the County of Los Angeles



Filing Period

September 12, 2012 - Until the Position is Filled



The Department

The Chief Information Office (CIO) provides vision and strategic direction for the effective and secure use of information technology (IT) to improve the delivery of services and achieve operational improvements and County business goals. The CIO is responsible for enterprise IT planning, addressing cross-departmental IT issues, ensuring adherence of Countywide IT practices and policies, and providing recommendations to the Board of Supervisors and Chief Executive Office regarding prudent allocation of IT resources.

The current departmental budget is approximately \$5.2 million and includes funding for 23 budgeted positions.

The Position

The Chief Deputy Director, CIO has executive, administrative, and technical responsibility for assisting the Chief Information Officer in the overall coordination of County information technology and telecommunications related projects and programs addressing Countywide systems requirements, as well as the service needs of individual County departments.

Examples of Duties

- Advises County leadership on creating vision for technology, sets strategic direction, and enlists support for strategic direction from customers and key stakeholders.
- Provides administrative leadership, oversight and accountability for the fiscal, budget, personnel, and other administrative functions of the Department.
- Acts for the department head and maintains liaison with the Board of Supervisors, County departments, commissions and information technology advisory bodies in the absence of the Chief Information Officer.
- Plans and coordinates the preparation of the County's Information Technology Strategic Plan and tracks accomplishments to ensure plan goals and objectives are achieved as scheduled.
- Formulates Information Technology policies, standards, directives, or strategies for approval by the Board of Supervisors, Chief Executive Officer or Chief Information Officer and monitors for departmental adherence.
- Directs the review of major information technology projects and programs. Makes recommendations on projects or on system implementation for County departments and County supported information technology bodies.
- Directs, supervises, and guides assigned departmental staff.

Qualifying Experience

Demonstrated experience in coordinating a complex information technology program for a diverse multi-service public or private sector organization, including the planning, design, development, implementation, operation and maintenance of information systems. Such coordination includes assisting with budget, personnel, fiscal, and other administrative functions of the organization, as well as the direction of engineering or technical functions.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.

Desirable Qualifications

- A results-oriented, politically astute professional, who builds trust, fosters accountability and has a proven track record of managing complex state-of-the-art systems while building collaborative partnerships.
- Experience in performing duties at an executive level, including directing the management of budget and human resources, related to information services management in a large, complex organization.
- A strong manager and coach, open and approachable, with experience in building and motivating professional, accountable, highly trained, and agile staff.

- A customer focused manager who has successfully supported a large 24/7 information technology organization with excellent customer satisfaction results.
- A quick study of internal and external issues who includes different perspectives in crafting solutions.
- Demonstrable history of successfully formulating procedures governing the development of and awarding of enterprise information technology contracts including the ability to analyze, negotiate and execute agreements.
- An effective communicator who is able to explain the benefits of technology to non-technical executives in a professional non-technical manner.
- A collaborative and strategic partner who actively seeks best practices and scans the environment for emerging trends, and identifies the best use of technology to support the business needs of individual departments and the County as a whole.
- A Bachelor's degree or higher from an accredited college or university in Information Technology, Computer Science or a closely related field or a Master's Degree in Business Administration.

Annual Salary

\$123,643–\$187,143 (R15). The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).